

What is MyLearning?

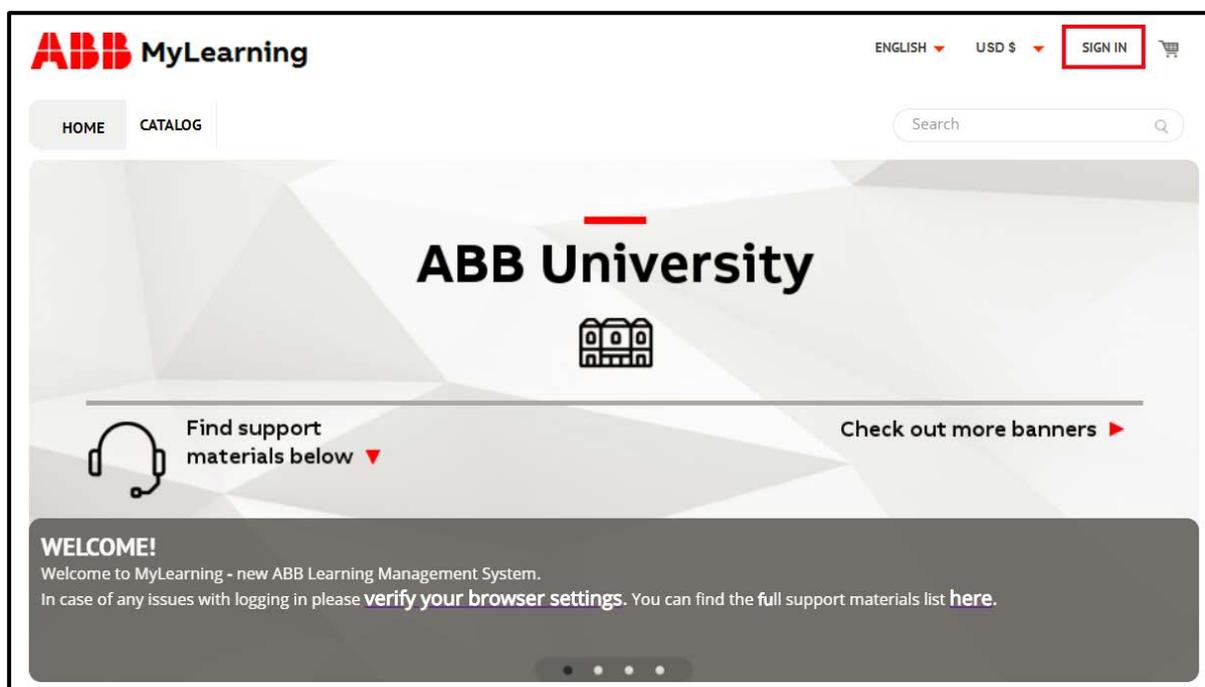
ABB MyLearning is the completely new, global Learning Management System developed for ABB employees & customers utility. The tool replaced old Training Partner along with similar systems that had been used locally by some of ABB departments before.

MyLearning helps ABB to deliver a superior LMS experience that enables adoption, speeds compliance and significantly improves training effectiveness. The platform supports knowledge transferring process, organizing & scheduling live or F2F training sessions and also tracking & verifying Student's progress in training material. In addition to the full range of standard LMS functionalities - as a cloud solution, our tool offers online & offline access, regardless of you are using desktop or mobile devices. Find out more about MyLearning [here](#).

Check out our mobile app available for [Android](#) & [iOS](#) devices.

Logging in to MyLearning for Internal and External Users

1. Go to <https://mylearning.abb.com/> for global version or <https://mylearning-americas.abb.com/> for America region.
2. Click the **Sign In** button. You will be logged in automatically with SSO.



NOTE: In case of troubles with logging in to the system, follow the instructions included in the [LOGGING ISSUE & CONFIGURE BROWSER Job Aid](#) file available in ABB Library.

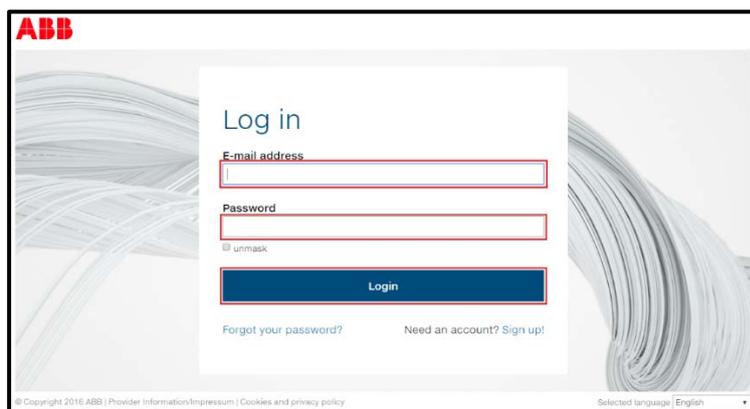
NOTE: **SSO (Single Sign-On)** – an authentication process that allows a User to access multiple application with one set of login.

User is connected to ABB network and already has got MyABB account

You have successfully logged into MyLearning.

User is not connected to ABB network or does not have MyABB account

You will be redirected to ABB log in page.

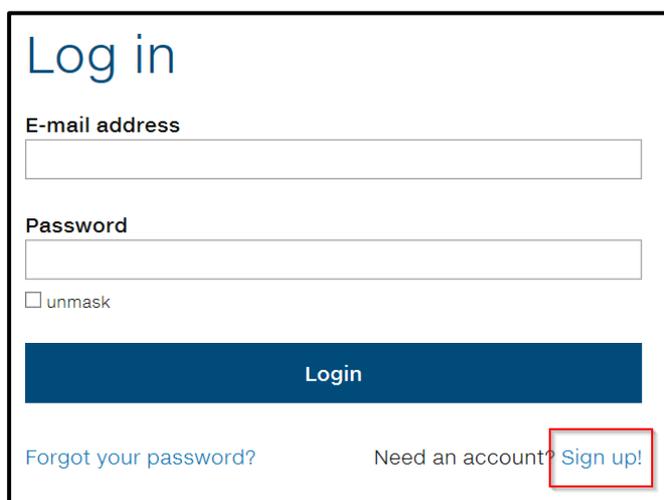


Provide your credentials in the marked fields and click **Login**.

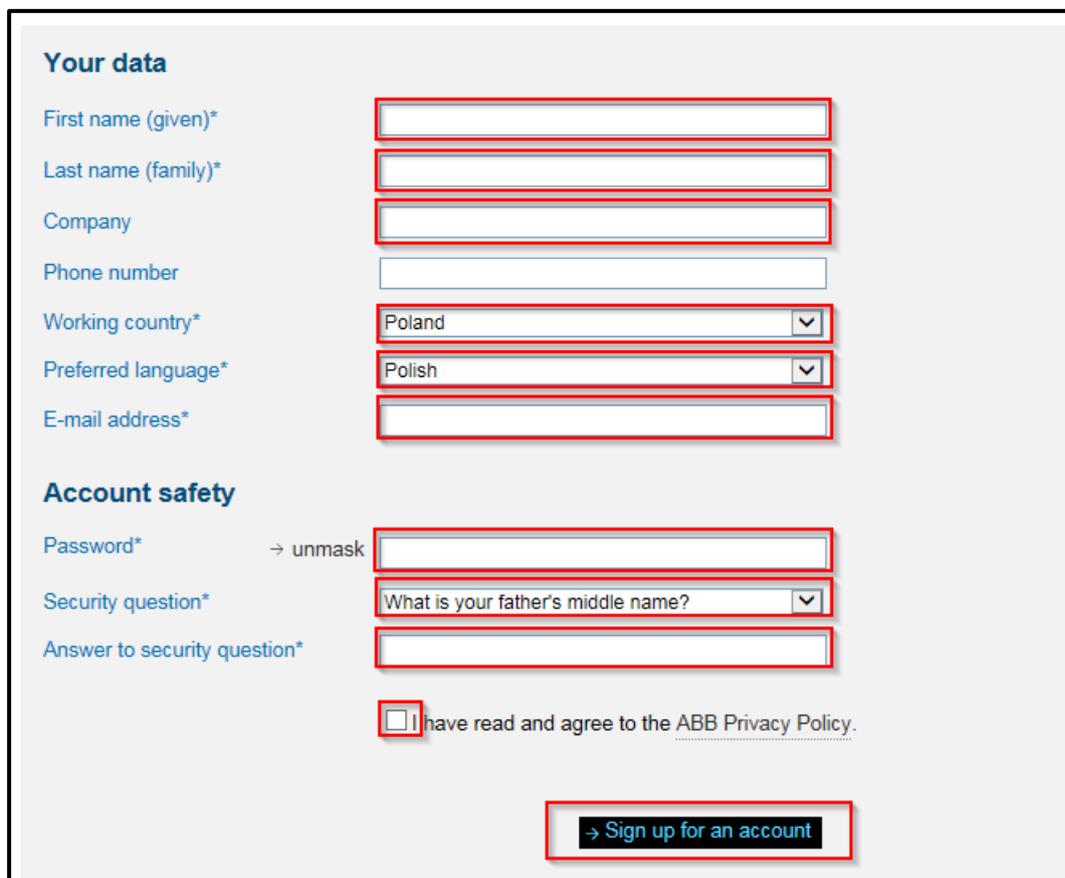
If you **do not have** MyABB account yet, please create one following the steps below.

How to set up MyABB account (for External Users)

1. In order to create an account, please click **Sign up!**



2. Provide necessary information into marked fields and click **Sign up for an account**.



Your data

First name (given)*

Last name (family)*

Company

Phone number

Working country*

Preferred language*

E-mail address*

Account safety

Password* → unmask

Security question*

Answer to security question*

I have read and agree to the [ABB Privacy Policy](#).

3. In order to activate your account, log in to your mailbox and click activation link.
4. Go back to MyLearning and try to **Sign In**. If you are already logged via MyABB, you will be logged in right away. If not – the system will redirect you to ABB logging in page (from the picture under point no. 1).

Home tab

In the **Home** tab, after logging in, you will find:

- Banner** section, presenting banners (that were optimized for you basing on settings defined by Administrator) in a sequence
- New Training** panel, listing newly created Courses and Training Plans
- Most Popular** panel, showing you which Courses and Training Plans are the most frequently registered recently

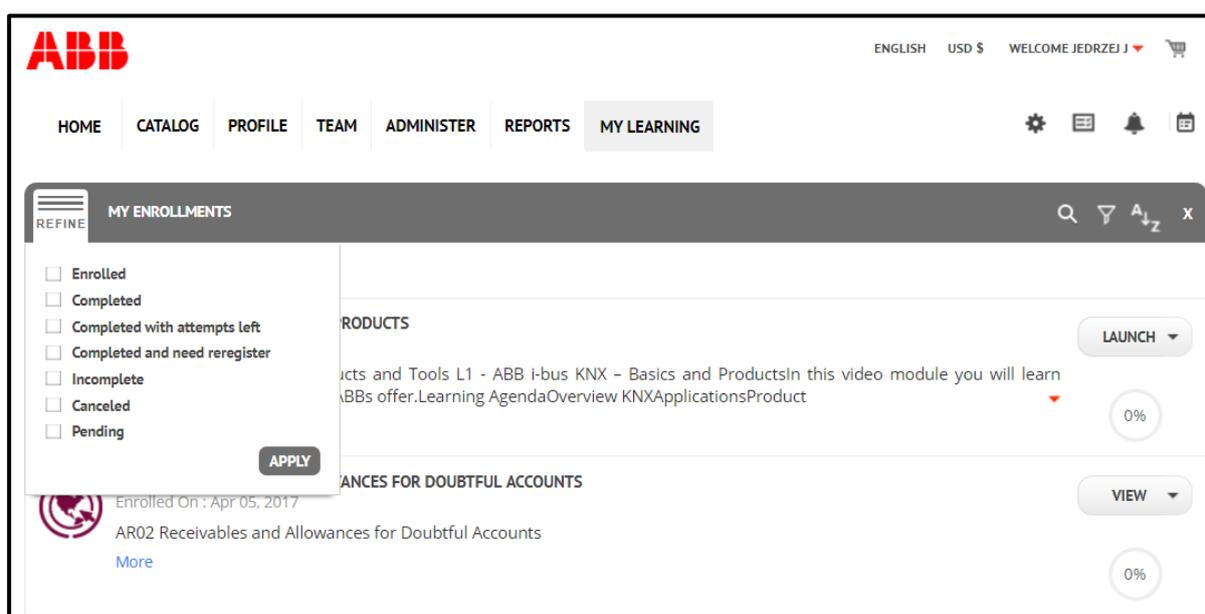
NOTE: After logging in to the system, you will be redirected to the MyLearning section automatically. Please do not worry if you cannot see the Home tab as the first tab displayed to you after logging it. It is expected behavior of the system.

NOTE: The view in ABB MyLearning is always adjusted to the privileges and accesses that particular Users have in the system. The main difference here is Catalog visibility settings and the number of available tabs. The picture above shows the view for standard **Student**. Depending on the roles (e.g. Manager, Instructor, Administrator) in the system, the amount of tabs might fluctuate between **4 and 7 tabs maximally**.

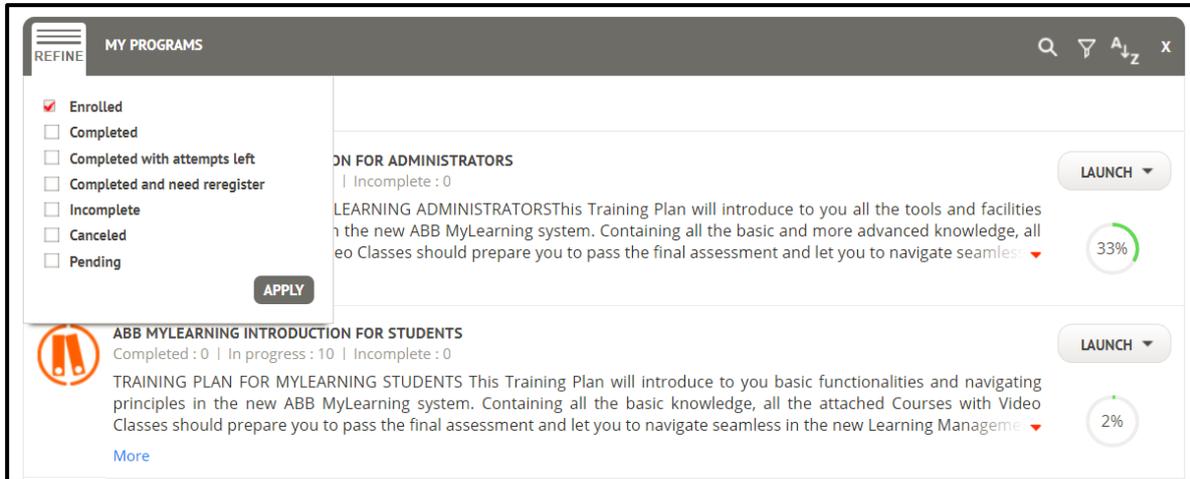
My Learning tab

In the **My Learning** tab, you will find following panels:

1. **My Enrollments** – displaying your Courses' enrollments details. My Enrollment panel allows you to display your trainings by **7 refining options**:
 - **Enrolled** – showing currently happening and still actual Courses
 - **Completed** – showing finished Courses
 - **Completed with attempts left** – showing the Courses that you still have more content attempts to go
 - **Completed and need reregister** - expired compliance Course that User is required to re-register and complete to stay compliant
 - **Incomplete** – showing unfinished Courses
 - **Cancelled** – showing Courses cancelled by you, Instructor or Administrator
 - **Pending** – showing Courses with awaiting administration's acceptance to your purchase order



2. **My Programs** – displaying your Training Plan's enrollments details; My Programs panel contains **7 refining options**:
 - **Enrolled** – showing currently happening and still actual Training Plans
 - **Completed** – showing finished Training Plans
 - **Completed with attempts left** - showing the Training Plans that you still have more content attempts to go
 - **Completed and need reregister** - expired Certification Training Plan and User is required to reregister and complete to stay compliant
 - **Incomplete** – showing unfinished Training Plans
 - **Cancelled** – showing Training Plans cancelled by you, the session's Instructor or Administrator
 - **Pending** – showing Training Plans with awaiting administration's acceptance to your purchase order



3. **My Classes** – contains only 2 refine options:

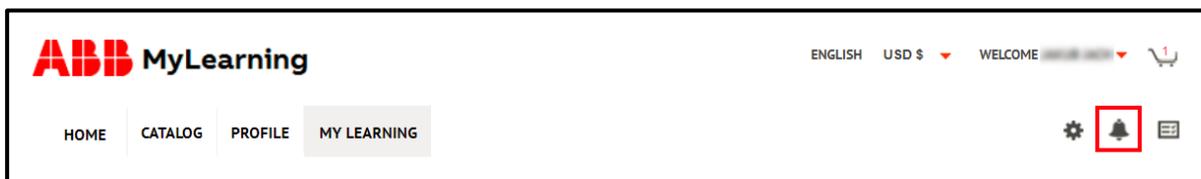
- **Scheduled** – showing the oncoming Classes' session for you as an Instructor
- **Completed** – showing the already finalized Classes which you participated in as an Instructor



NOTE: The Instructor role is required in order to be able to see **My Classes** panel.

4. In My Learning tab, you can find additionally:

- a. **Announcements** – displaying recently created and important administration announcements



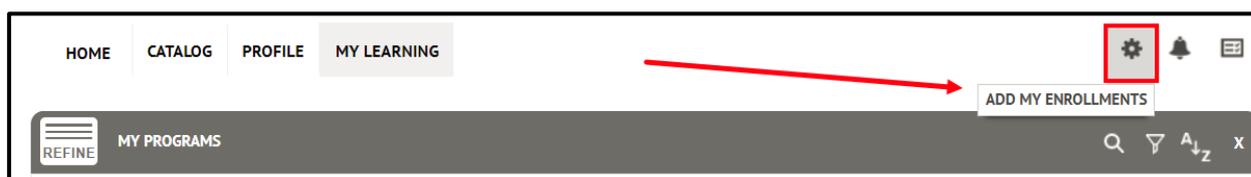
NOTE: If the priority of announcement is defined by Administrator as High, there will be a **red icon**  indicating new announcement in My Learning tab.

- b. **My Transcript** – displaying recently received ABB Certificates sealing particular Course or Training Plan completion



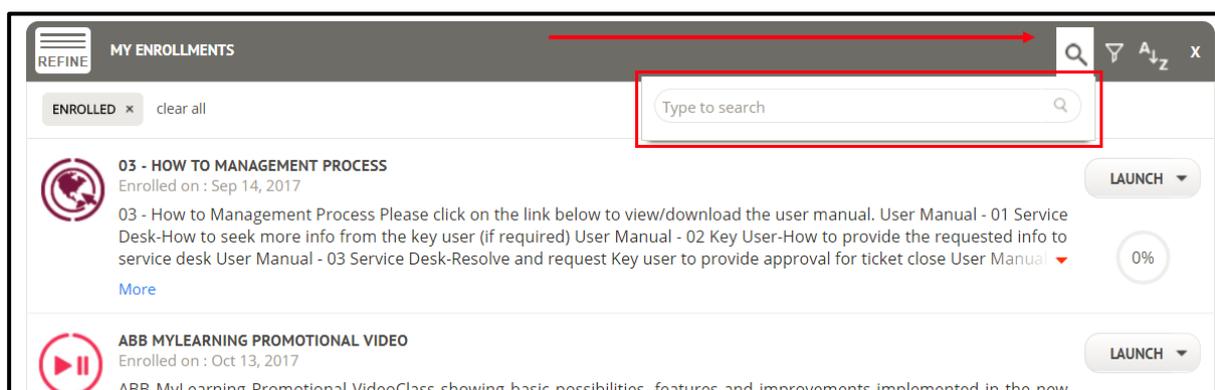
NOTE: It might take couple of seconds for the system to load your Certificates if you have many

- c. **Settings** – this feature lets you to restore panels (My Enrollment, My Programs & My Classes) if they were hidden by clicking the **x icon**.

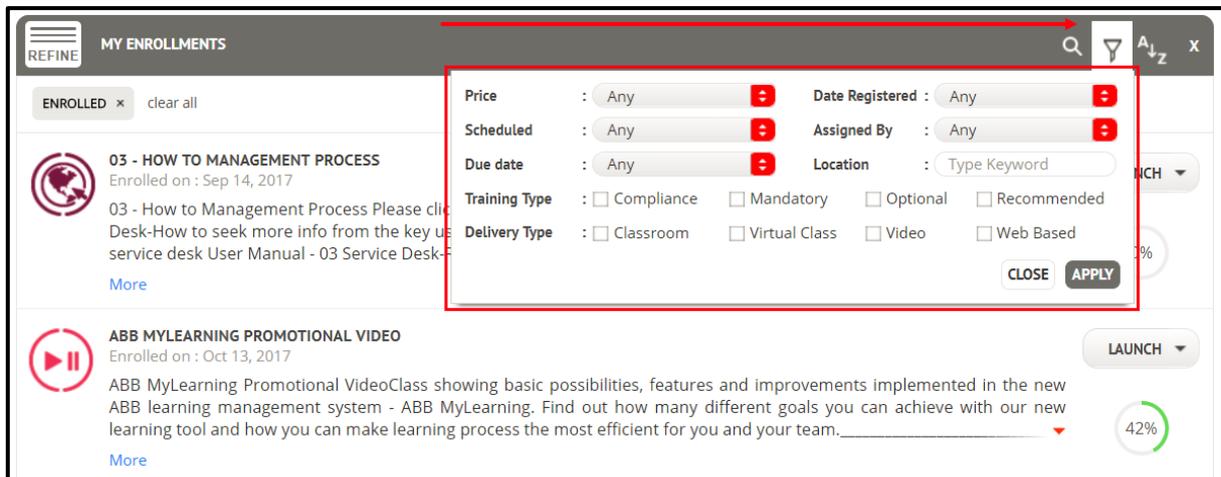


5. Each panel contain the same main functionalities (but with slightly different possible options):

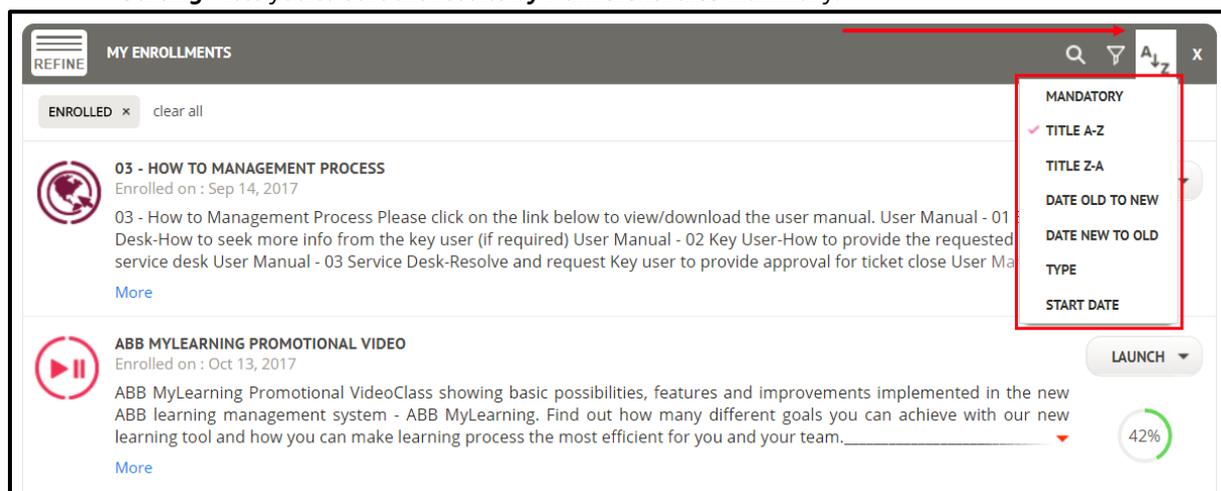
- **Search** – accessible by clicking the **Magnifier** icon. Lets you to type in the name of desired Learning and look for it directly in particular panel.



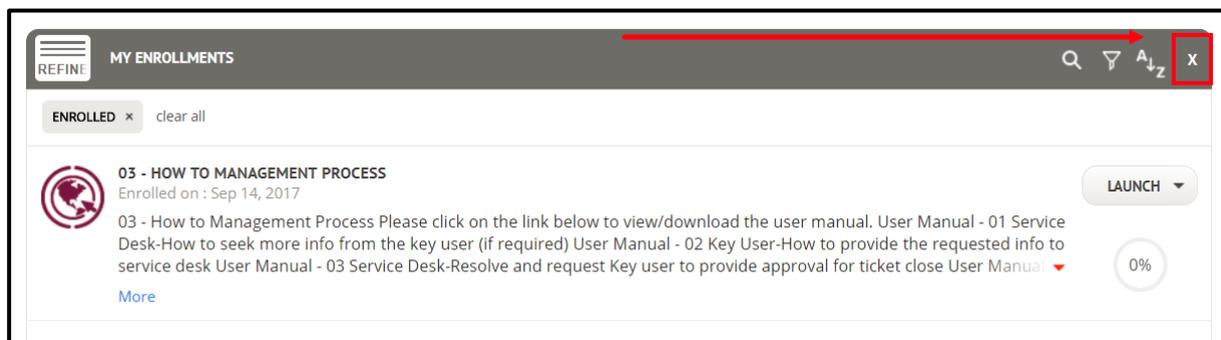
- **Filters** – accessible by clicking the **Funnel** icon. Lets you to refine the results in relevant panel with additional filters such as Training and Delivery Types, Date Registered, Assigned By, Location, Due date, Scheduled and Price values.



- **Sorting** – lets you to sort the results by 7 different rules maximally.



- **Hide** – lets you to hide particular panel by clicking the x icon.



NOTE: You can find more details about My Learning tab in [MY LEARNING TAB job aid](#) available in ABB Library.

Catalog tab overview:

After logging in, you should be able to see all Classes and Training Plans available for you in the Catalog. You are able to:

1. **Sort the results** – using **Sort by** function from the right top of the Catalog panel. You can sort by: **Title, Newly Listed, Start Date** and **Mandatory** options.
2. **Use refine filters** – located on the left side of this page. It helps with looking for the desired learnings more efficiently.
3. **Share the view or Class/Training Plan** – allows you to share the particular Class/Training Plan (**Share** button located next to it) or the whole view of refined results (**Share** button located at the top of the Catalog panel) with others via email or embedded link.
4. **Check particular Class/Training Plan details** – allows you to check the details of particular learning by **clicking on its title**. You are able to peep at the Training Plan, Course, Class and Session details (in Training Plan's view - by clicking little arrows next to particular elements).
5. **Register for a Class/Training Plan**

As you can see there are different icons which represents type of the Class or Training Plan.

Classes



Web-based



Classroom



Video



Virtual Class

Training Plans



Certification



Curriculum



Learning Plan

NOTE: Find out more about Catalog tab in our [REGISTER FOR CLASS OR TRAINING PLAN job aid](#) available in ABB Library. We highly recommend you to check out the [REFINE FILTERS AND SEARCHING BAR job aid](#) also.

Profile tab overview

1. **Profile tab** – providing your profile data that is editable partially. You are able to check and manage there your:
 - a. **Details** – mainly add a photo or short personal description
 - b. **Certificates** – containing all the gathered Certificates for accomplishing Classes & Training Plans in the system
 - c. **Skills or external training** – allowing you to add your Skills or external Certificates (find more details in the [My Certificates section below](#))
 - d. Recent **Activities** in the system – you can review your latest activities in the system and also hide particular ones if necessary by clicking the **crossed out eye** icon
 - e. Received **Points** and **Badges** – showing you how many points and what badges you have gathered for various activities in the system

The screenshot displays the ABB MyLearning Profile tab with the following sections:

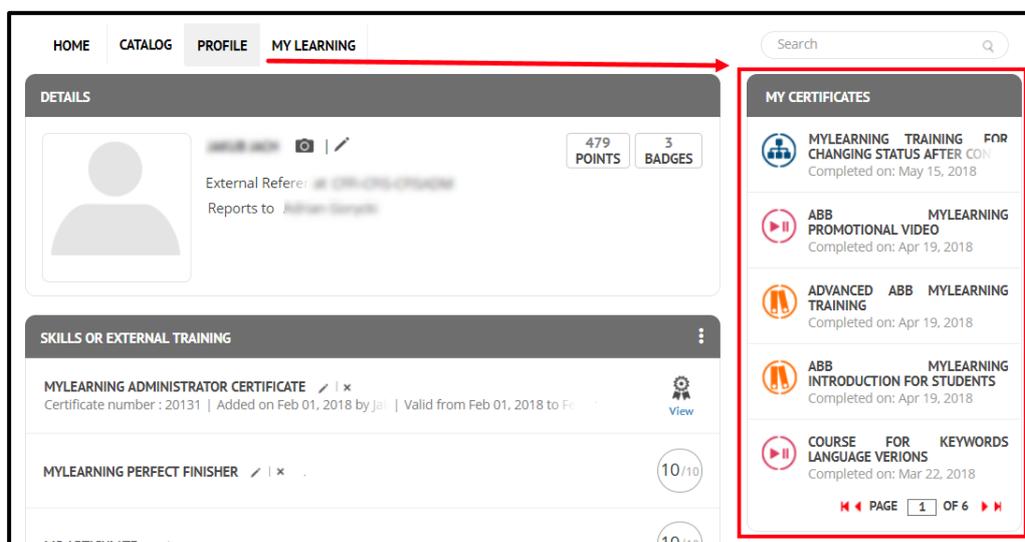
- DETAILS (a):** Profile information including a photo placeholder, name, and statistics: 479 POINTS and 3 BADGES.
- MY CERTIFICATES (b):** A list of completed certificates and training modules, such as 'MYLEARNING TRAINING FOR CHANGING STATUS AFTER CON...', 'ABB PROMOTIONAL VIDEO', 'ADVANCED ABB MYLEARNING TRAINING', 'ABB MYLEARNING INTRODUCTION FOR STUDENTS', and 'COURSE FOR KEYWORDS LANGUAGE VERIONS'.
- SKILLS OR EXTERNAL TRAINING (c):** A list of certificates including 'MYLEARNING ADMINISTRATOR CERTIFICATE', 'MYLEARNING PERFECT FINISHER', and 'MS ARTICULATE'.
- MY ACTIVITY (d):** Recent activities showing course completions and recertifications, such as 'COURSE FOR USER TRANSFERRING' and 'TRAINING PLAN FOR CHANGING STATUS AFTER CONTENT TRANSFERRING UNDER ONE OF ATTACHED CLASSES'.
- POINTS (e):** Summary of points and badges: 150 REGISTRATION, 225 COMPLETION, 46 VOTES, 58 SHARES, 0 COMMENT, and a BADGES section.

NOTE: Find out more about Profile tab in [PROFILE TAB job aid](#) available in ABB Library.

My Certificates

Check My Certificates

1. Go to **Profile** tab from the tabs at the top of the page.
2. Now you are able to see your profile details. **My Certificates** panel contains your already gathered Certificates (in MyLearning). It should be accessible on the right side of this page.



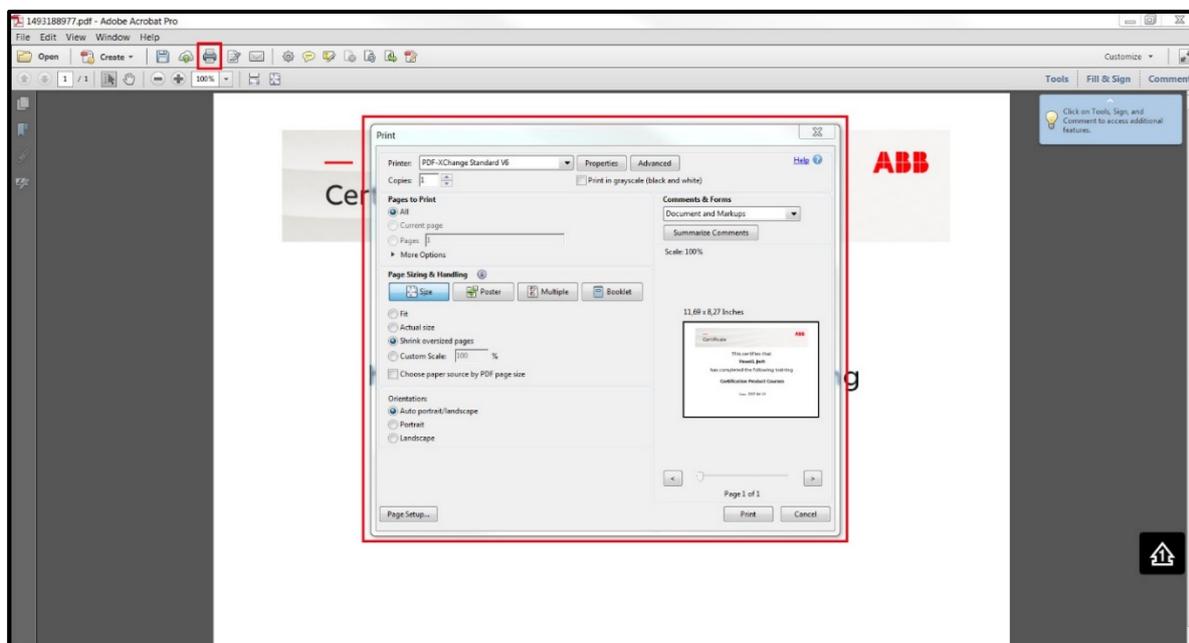
NOTE: You are also able to include the external Certificates in your account. You can do it by clicking the **ellipsis icon** from **Skills or external training** panel and selecting **Add External Training** option.

Print your Certificate

1. Choose the desired certificate from **My Certificates** panel.
2. After the Certificate will show up in your browser, click the **Convert to PDF** button located in the upper right corner and save the file on your computer.



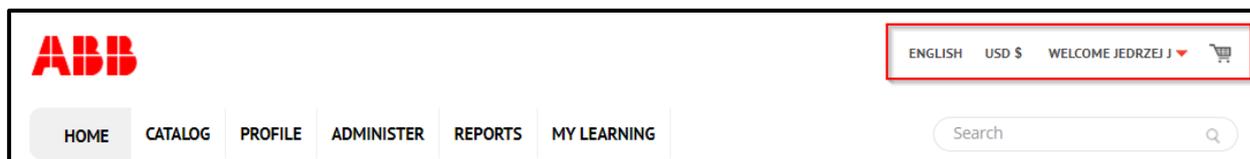
- Now you are able to access the PDF file saved on your computer. Simply open it and then choose the **Print** icon. Adjust the desired printing settings and print your certificate.



NOTE: Your certificate's layout is oriented **horizontally** by default.

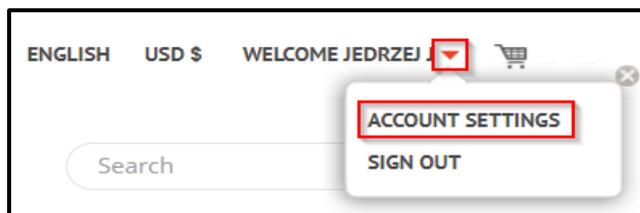
User panel and account settings

Alongside with the tabs, MyLearning Users are also able to see the User panel at the right side on the top of the page. The system displays there current language version and preferred currency.



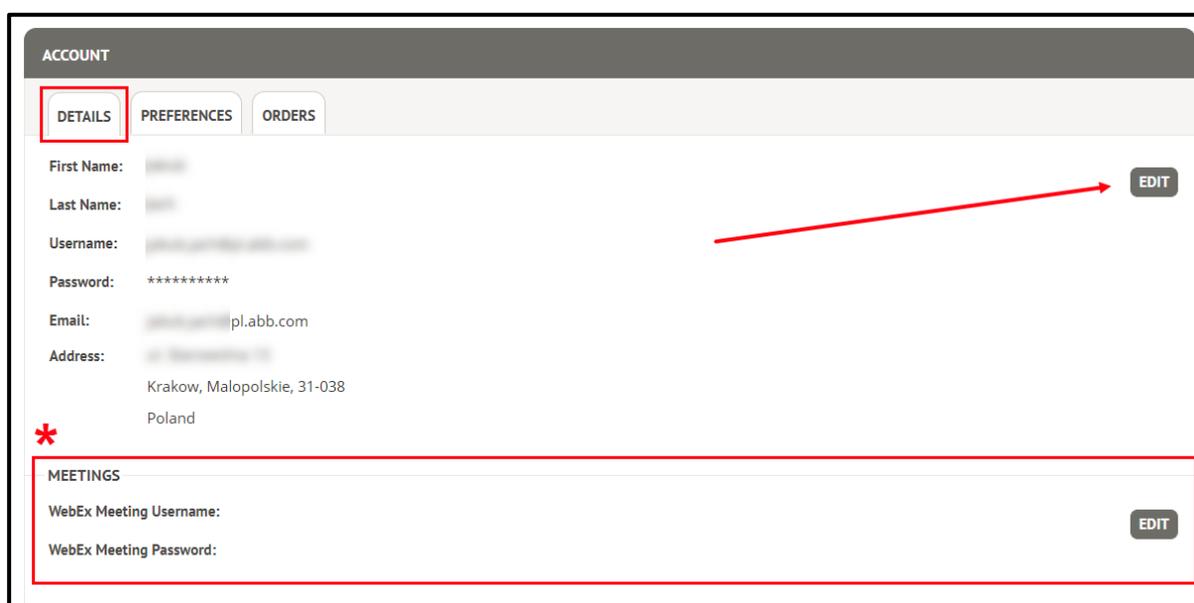
From this panel you are able to:

- Access your Shopping Cart** – by clicking the **Add to Cart** button (shopping cart experience is fully described in the [REGISTER FOR PRICED CLASS OR TRAINING PLAN](#) job aid).
- Access your Account Settings** – by clicking the **Account Settings** button from the drop-down menu next to your name.



In your Account panel you can find **3 tabs**:

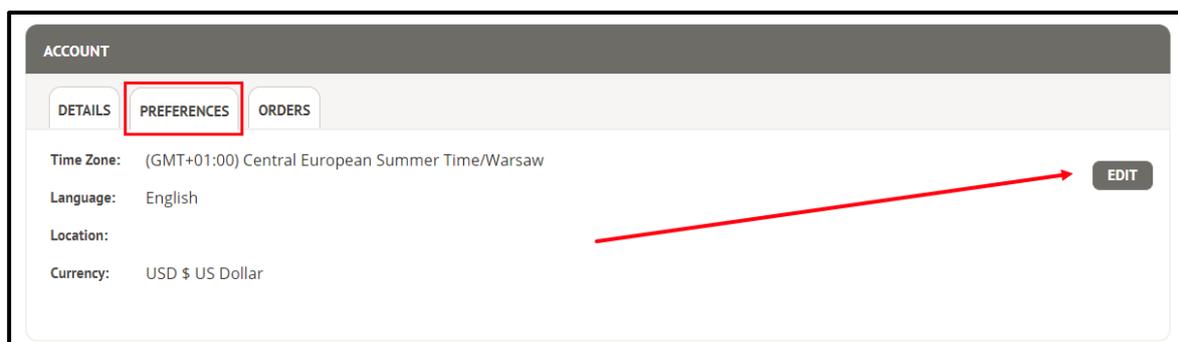
- a. **Details** – editable. You are able to change your personal data details by clicking the **Edit** button.

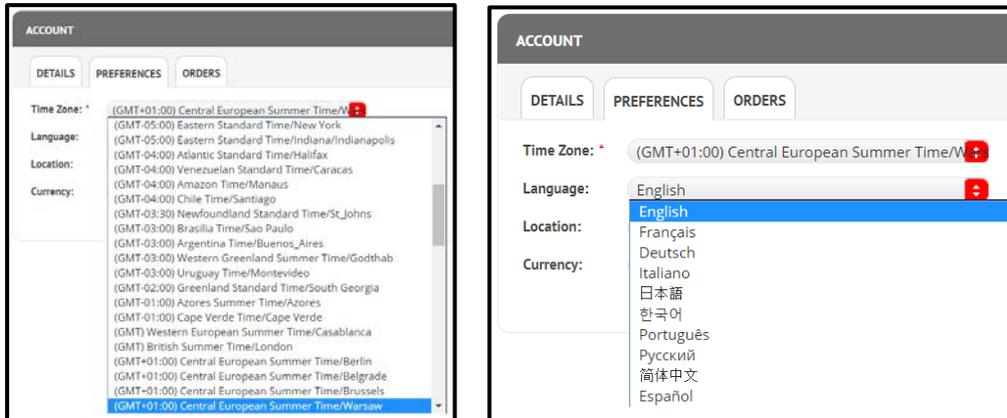


NOTE: It is not allowed to change the email address in the system.

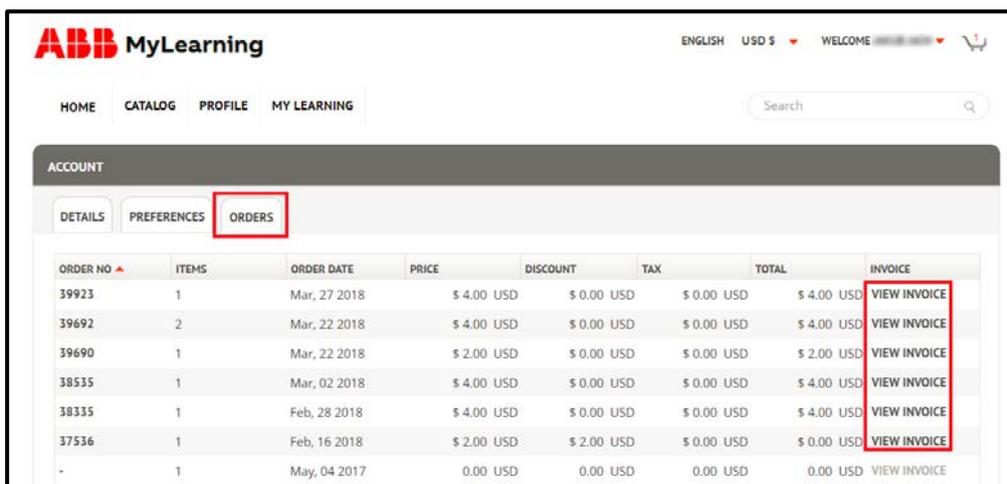
NOTE: The section indicated with a **red asterisk** is visible only if you have an Instructor role in MyLearning.

- b. **Preferences** – editable. You are able to set your Time Zone, Language, Location and Currency preferences from this view by clicking the **Edit** button.





- c. **Orders** – not editable. You can view and print all your recent orders and invoices for priced learnings. In order to do that, simply click **View Invoice** next to the desired item on the listing. Details of your invoice will be displayed in new browser window. Under the invoice sheet, you should be able to locate the gray **Print**



3. **Sign out** – by clicking the **Sign Out** button from the drop-down menu next to your name.

